

Deputy Chief, FBID

3 June 1953

Administrative Officer

Notes for Letter of Instruction

1. The following are answers to specific questions on Time, Leave and Pay submitted from time to time to the Administrative Office, FBIS and are included here as a matter of general information.

a. Maximum allowable leave accumulation in the U. S. is 60 working days at end of calendar year.

b. Maximum allowable leave accumulation overseas is 90 days at end of calendar year.

c. Any leave in excess of these established maximums at COB 31 December is lost, except that U. S.-based employees who had balance in excess of 60 days on 20 December 1951 may retain this balance. If, however, the current balance should fall below the balance held on 20 December 1951, the lesser balance will take force automatically.

d. A classified employee overseas does not have to use leave accumulated in a previous calendar year by 30 June of the following year. He may, if he so desires, build up his accumulated leave to a maximum balance of 90 days, the limit which may be carried from one calendar year into the next.

e. It is recognized that a relatively new government employee may find himself at an overseas Bureau with an accumulation of leave rate of 13 days per year. In order to qualify for home leave, according to legal stipulation, such an individual must have accrued sufficient leave to carry him through 30 calendar days (not working days). This could mean that in some cases an employee might be able to take only one week's vacation during his first two-year tour of duty, provided he is returning to the U. S. at the end of this period on home leave. In cases of permanent change of station, of course, there is no minimum leave balance required. These circumstances may sometimes have a personal effect on some individual employee (no case has been called to the attention of the Administrative Office as yet), but there is no recourse. This is the law as enacted by the Congress.

f. Employees returning from overseas Bureau:

(1) With a leave balance in excess of 60 days,

(a) The employee is considered "returned" on the day he reports for duty at his new official station (Domestic Field or Department), whether this be before or after leave in connection with travel is taken at home, overseas or enroute.

(b) If he returns before 30 June he loses automatically all outstanding annual leave accumulated during the previous calendar year, but has until 31 December to work the current overall balance down to 60 days - the maximum allowable which can be carried into the next calendar year.

(c) If he returns after 30 June he must get the overall leave balance down to 60 days for the reason stated above.

(2) With a leave balance not in excess of 60 days,

(a) The employee automatically loses any outstanding leave accumulated in the previous calendar year by returning prior to 30 June.

(b) He may, however, retain all leave earned up to 60 days and carry it into the succeeding calendar year if he returns after 30 June.

(3) NOTE: For leave accumulation purposes, when an employee is on home leave he is considered assigned to the Bureau.

g. An employee working a regular 40-hour 5-day week is paid overtime and not holiday pay for work performed on a holiday which falls on a day outside his normal 40-hour assigned tour of duty.

2. Requisitioning procedure beginning Fiscal Year 1954:

a. Bureau requisition number to be inserted in space above Requisition Number block. All references will cite this Bureau number.

1. (KY-1-54) for Mediterranean Bureau

2. (OK-1-54) for Okinawa Bureau

Prefix for each Bureau will be same as administrative message number prefix, i.e., KY for Kyronia,

OW for Okinawa, etc.,
When necessary to abstract items to a new requisition, the Bureau number will be cited on new requisition.

b. "Source of Supply" block to remain blank until receipt of new catalogs,

c. "Deliver To" block, will be completed by Department. (Requisition number will denote Bureau.)

d. Date, Page Numbers and Office spaces to be left blank.

e. Signature of Accountable Officer, Account Number and Account Charge blocks to be completed by Bureau.

f. Item Numbers to be left blank at all times.

g. Stock Number column to be left blank until receipt of new catalogs.

h. Nomenclature Description to be as complete as possible until receipt of catalogs, at which time catalog nomenclature will be used. One line to be left blank between items.

i. Quantity and Unit of issue to be completed by Bureau.

j. Requisition items will continue to be broken down under following categories:

1. Expendables versus Non-Expendables
2. Hardware versus Electronic Equipment
3. Purchase items versus Stock items

k. Detailed instructions in Requisitioning Procedures and in use of catalogs will be issued with new catalogs all of which, with the exception of Group V (Electronic equipment), may be expected at the Bureaus about mid-July.

3. All checks for premiums on both Group Hospitalization, Inc., and Government Employees Health Association must be made payable to Government Employees Health Association.



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